



Guide to the Employee Action File

v1.0

Document Purpose

This document sets out the specification for the file format and content relating to the Payroll interface that will be provided by NOW: Pensions at the beginning of the pay cycle.

This document will be subject to periodic review and re-issued (with highlighted changes) in its entirety as required.

The only intention for future variance of this document is to allow for potential expansion of optional fields where required by change in the legislative requirements and/or to enable easements for a payroll system. These will be facilitated by optional column headings being added.

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Assumptions

This document should only be used where the payroll system is undertaking assessment and the client is using the NOW: Pensions Gateway.

The file will contain headers, but these will be in a consistent format.

Use of this document assumes:

- CSV files will be downloaded from the homepage of the NOW: Pensions Gateway
- All contribution deductions are calculated within Payroll

Out of scope

This document is not to be used in the following circumstances:

- Where the client requires an XML data set in return
- Where NOW: Pensions is performing the assessment

All of these scenarios are catered for in separate documents that are available on request.

Interface detail

Files will be downloaded with a .csv file extension.

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The only intention for future variance of this document is to allow for potential expansion of optional fields where required by change in the legislative requirements and/or to enable easements for a payroll system.

File options

2 versions of the file will be available for download from Gateway:

1. A complete report that will display the information for all active payrolls in the portal
2. A payroll specific report that will display the information for one payroll at a time

Both reports will include the same column headers, however the payroll specific report will enable clients to isolate changes that have occurred for one payroll and therefore significantly reduce the rows of data included in the report.

File content

Column headings will be included, but the order will also be consistent with any redundant columns remaining in, but being blank.

All fields will be included in the downloads reports.

Item No.	Header	Format	Notes
1	ER CODE	4	4 character code supplied by NOW: Pensions to identify individual employers
2	PAYROLL CODE	4	4 character Payroll Code to identify individual payrolls
3	EMPLOYEE NO.	20	Unique employee ID
4	SURNAME	40	
5	FORENAME 1	40	
6	NINO	AA000000A	Blank if not available
7	OPT IN INDICATOR	I or Blank	I = Opt In Populated when Opt In requested
8	OPT IN DATE	DD/MM/YYYY	
9	OPT OUT INDICATOR	A or O or Blank	A = Valid AE Opt Out O = Scheme Opt Out Populated when Opt Out requested See appendix 2 for further info
10	OPT OUT DATE	DD/MM/YYYY	
11	OO LASTDAY	DD/MM/YYYY	The last date that a member can opt out for AE purposes (updated if a 2 week extension is granted)
12	EE CONTRATE	0.00%	Employee Contribution Rate (excluding AVCs)
13	ER CONTRATE	0.00%	Employer Contribution Rate
14	AVC RATE	0.00%	Additional Voluntary Contribution Rate
15	AVC RATE INDICATOR	I or Blank	I = AVC rate included in file Populated when AVC requested
16	TOTAL EERATE	0.00%	Columns 12 & 14 aggregated (for use where AVCs cannot be split out in the payroll system)
17	CATEGORY	See Appendix 1	Assessment Category
18	POSTPONEMENT DATE	DD/MM/YYYY	Last date of postponement/deferral period <i>Mandatory in 1st pay period postponement applied</i>
19	AE DATE	DD/MM/YYYY	Date that an employee is enrolled

APPENDIX 1

List of available automatic enrolment categories:

Code	Description
Eligible Jobholder	Eligible Jobholder
Non-eligible Jobholder	Non-Eligible Jobholder
Entitled Worker	Entitled Worker
Worker	Under 16 or over 74

APPENDIX 2

Opt Out Indicator additional information

Code	Description	Actions
A	Valid AE Opt out: Employee has opted out within their statutory window	Employee should be opted out on the payroll system, no further contributions should be deducted and a refund processed through payroll for all Employee contributions previously deducted.
O	Scheme Opt Out: Employee has opted out after their statutory period has elapsed.	Employee should be opted out on the payroll system and no further contributions should be deducted. However no refund should be processed through payroll as the Employee is no longer entitled to a refund of their contributions.